

DRAFT

Case Closure Matrix 8/14/00

Federal Reg or Local Practice	Impact on Families	Comply Fed Regs?	Impact on Incentives	Impact on Automation	Impact on Staffing	Impact on Training	Impact on Facilities	Recommended Practice
(b)(1) No current support order & under \$500 arrearages or unenforceable under state law	Family stands to lose up to \$499 in non-TANF cases; State stands to lose up to \$250 in TANF cases	Yes	Minimal	Minimal	Minimal	Moderate	None	
<i>Divergent Local Practice (DLP): Counties do not routinely close cases which fall under these criteria unless all resources exhausted</i>	<i>Family stands to collect up to \$499 in non-TANF cases; State stands to collect up to \$250 in TANF cases</i>	Yes	<i>Minimal</i>	<i>Minimal</i>	<i>Minimal</i>	<i>Minimal</i>	<i>None</i>	<i>Continue Current Practice</i>
(b)(2) NCP deceased & no potential action against estate	None	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: None</i>								
(b)(3)(I) Paternity cannot be established because child is 18 & action is barred by S/L	None	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: None</i>								

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(b)(3)(ii) Paternity cannot be established because putative father has been excluded & no other prospect is identifiable	None, if diligent efforts have been made	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: Counties vary in their diligent efforts to identify another putative father</i>	<i>High, if diligent efforts have not been made; Low, if they have been made</i>	Yes	<i>Minimal</i>	<i>Minimal</i>	<i>Moderate to High, depending on levels of efforts</i>	<i>Moderate to High, depending on levels of efforts</i>	<i>None</i>	<i>If CP is located: One year after signing attestation, establish contact with CP, which could be at time of IV-A renewal, and advise CP that the case will be closed unless the CP can give additional information to help identify the NCP. If CP cannot be located: Case must remain open for three years.</i>
(b)(3)(iii) It is not in the best interest of the child to establish paternity in a case involving incest or rape, or where adoption proceedings are pending	No negative impact	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: None</i>								

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(b)(3)(iv) Identity of biodad is unknown & unascertainable even after diligent efforts, including at least one interview with CP	None, if diligent efforts have been made	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: Counties vary in their diligent efforts to identify biodad</i>	<i>High, if diligent efforts have not been made; Low, if they have been made</i>	Yes	<i>Minimal</i>	<i>Minimal</i>	<i>Moderate to High, depending on levels of efforts</i>	<i>Moderate to High, depending on levels of efforts</i>	<i>None</i>	
(b)(4)(i) Unable to locate NCP after diligent efforts by the State for three years, if there is sufficient information to initiate automated locate (e.g. name & Social Security Number)	High	Yes	High	Minimal	Moderate	Moderate	None	

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<i>DLP: Some counties close; others vary in their diligent efforts</i>	<i>High, if diligent efforts have not been made; Low, if they have been made</i>	Yes	High	Minimal	Moderate to High, depending on levels of efforts	Moderate to High, depending on levels of efforts	None	<i>Diligent efforts should include periodic locate efforts (e.g. quarterly) utilizing: (1) private locate tools (e.g. Choice Point, Equifax, Lexus/Nexus, Merlin), (2) State tools (e.g. DMV, CPLS, CLETS, Paroleads, MEDS), (3) Local tools (e.g. internet, Voter Registration), (4) Additional resources (e.g. union letters, wage verification, Postmaster, property information, Secretary of State, Board of Equalization, Dept. of Consumer Affairs). Each file must be reviewed manually before closure. Closed cases should be referred to State Only Locate and Enforcement Program (SOLEP).</i>
(b)(4)(ii) Unable to locate NCP after diligent efforts by the State over a one-year period when there is not sufficient information to initiate an automated locate effort	Very High	Yes	Moderate	High	High	High	Moderate	
<i>DLP: N/A</i>								<i>Define "name" as a first and last name, at a minimum.</i>

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(b)(5) NCP cannot pay due to institutionalization or incarceration (no parole) or permanent disability & no assets are available	Minimal	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: None</i>								
(b)(6) NCP is a citizen of & lives in foreign country; does not work for the Feds or for a US company; no assets	Minimal	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: None</i>								
(b)(7) Locate only	Minimal	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: None</i>								
(b)(8) Non-welfare CP requests closure & no TANF arrears	None	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: None</i>								
(b)(9) Good cause	None	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: None</i>								
(b)(10) Non-TANF case & IV-D agency unable to locate CP within 60 days	High	Yes	High	Moderate to High	Moderate to High	Moderate to High	None	

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<i>DLP: County practices vary</i>	<i>High, if diligent efforts have not been made; Low, if they have been made</i>	Yes	<i>Minimal</i>	<i>Minimal</i>	<i>Moderate to High, depending on levels of efforts</i>	<i>Moderate to High, depending on levels of efforts</i>	None	<i>In the event of undistributed collections, diligent efforts should include locate efforts (e.g. quarterly, for a minimum of six months) utilizing, at a minimum: CPLS, Credit Bureau Header Check, DMV, MEDS & Postmaster. In the event of loss of contact and there are no undistributed collections, diligent efforts should include, at a minimum, DMV, MEDS & Postmaster. Cases must be manually reviewed before being closed. THIS IS A DRAFT ONLY- Recommendation may change.</i>
(b)(11) Non-TANF CP not cooperating in next essential step	Moderate	Yes	Minimal	Minimal	Minimal	Minimal	None	

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<i>DLP: None</i>								<i>Non cooperation includes: Failure to provide essential information to take next case action; Continued practice of taking direct payments after a minimum of one warning; Failure to attend hearings; Refusal to sign forms; Refusal to report private attorney actions. Before closing for any of the above infractions, the infraction(s) must be documented and the CP must have received a minimum of one warning.</i>
(b)(12) Initiating state doesn't cooperate	High	Yes	Minimal	Minimal	Minimal	Minimal	None	
<i>DLP: None</i>								<i>If initiating state does not respond within 30 days, send out a 60 day closure notice, as a warning; if they still do not respond, document it with the State Central Registry, which should keep a record of states that are not cooperating.</i>
(c) Sixty-day notice	None	Yes	None	None	None	None	None	
<i>DLP: None</i>								
(d) Agency must keep records of closed cases for three years	None	Yes	None	None	None	None	None	

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<i>DLP: Counties maintain records for 4+ years</i>	<i>None</i>	<i>Yes</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>Recommend that records should be archived online indefinitely.</i>
MPP 12-302.1(I) (State Regulation) Reimbursement only cases may be closed if all the following circumstances exist: (1) Aid has terminated, (2) NCP is located, (3) NCP refuses to stipulate to reimbursement & (4) Court-ordered reimbursement cannot reasonably be expected to exceed \$1,000.	None	N/A	Minimal	None	Minimal	Minimal	None	